

SCOPE OF WORK

The U.S. Embassy in Santo Domingo requires services of Hotel Event Hall at a hotel in Gran Santo Domingo, in the Dominican Republic on September 28th, 2023. The event requires space for around 120 guests.

The venue needs to provide services/equipment to facilitating the overall program as stated in the following scope of work, also food and beverage served during the program is required.

Conference Venue Spaces and Set Up

We require an Event Hall in Grand Santo Domingo, Dominican Republic, to accommodate up to 120 participants. Set up must be cocktail tables and 4 corner lounges. Projection screens should be set up to facilitate the participant's viewing of screen located at the front and or sides of the room. One podium with microphone.

The hall should have sufficient space for the set up and allow participants to mingle and move easily between groups. No stage is required throughout duration of the event, but the podium could be a little raised.

We request Catering service. Cocktail: food and drinks, table should be set with low flower arrangements in the center.

Venue chosen will be used for around 5-6 hours.

Scope of work

The vender must provide:

- Food: preferably finger food
- Drinks: provide options to select
- A/V Conference Equipment

We will require conference equipment/services at the conference venue to include:

- 1 Podium Mic
- 1 or 2 Screen 7.5'x10'
- 2 5500 Lumens Projector
- 1 Clicker
- 1 Laptops
- Wi-fi in the conference room for participants and moderator/s.
- 1 Podium

Additional Requirements:

Event tentative start time 1800 hours

Event tentative end time 2200 hours

Payment Method:

The contractor should comply with terms of payment, 30 days credit. Financial Section will transfer the payment to the vendor within 30 days after goods and services are delivered and receiving the invoice. Bill should be sent to following email address:

santodomingopayments@state.gov